

Instructions

- Complete and sign the request form.
- Enclose documents to be authenticated.
- Enclose the appropriate fee.
- Submit the completed authentication request in person; or by mail/courier to the address shown above.

Do not submit the completed form by email.

For more information:

Telephone: 416-325-8416

Website: <https://www.ontario.ca/page/authenticate-document-use-outside-canada>

Fields marked with an asterisk (*) are mandatory.

Client Information

Last Name *

First Name *

Telephone Number *

Email *

Unit Number

Street Number *

Street Name *

PO Box

City/Town *

Province *

Postal Code *

Type of Service Request *

Category	Fee (tax exempt)	No. of Request	Costs (\$)
<input type="checkbox"/> Apostille/Certificate of Authentication of a notarized document by a Notary Public Solicitor/Paralegal	\$16 per authentication		
<input type="checkbox"/> Apostille/Certificate of Authentication of a notarized document by a Notary Public Non-Solicitor	\$16 per authentication		
<input type="checkbox"/> Apostille/Certificate of Authentication for an Ontario government official document	\$32 per authentication		
<input type="checkbox"/> Apostille/Certificate of Authentication of a court-issued document	\$32 per authentication		
<input type="checkbox"/> Apostille/Certificate of Authentication of a postsecondary education document	\$32 per authentication		
<input type="checkbox"/> Filing with a Foreign Consulate/Embassy	\$32 per filing request		
<input type="checkbox"/> Certificate of status of good standing for a Notary Public	\$16 per certificate		

Total

Country of Destination *

Notice of Collection Statement

The ministry's collection, use and disclosure of your information, with your permission, is necessary for the proper administration of authentications services. These services are authorized under the *Ministry of Government Services Act*. Any personal information collected and used by Official Document Services is necessary for the lawfully authorized activity of authenticating the submitted documents, for filing with a foreign consulate or embassy or issuing a certificate of good standing for a notary public. If you have any questions please contact Manager, Official Document Services, Ministry of Public and Business Service Delivery, 222 Jarvis St, Main Fl, Toronto ON, M7A 0B6. Telephone: 416 325-8416.

Payment Options (No Refund/No Exchange)

For mail-in/courier request, please pay by certified cheque or money order only.

Cash Debit Card Certified Cheque** Money Order**

Credit card payment. Please complete Credit Card Information below.

** Make certified cheque and money order payable to the **Minister of Finance**.

Credit Card Information

Name of Cardholder (as it appears on the credit card)

Name of Credit Card Company

VISA MasterCard

Credit Card Number (16 digits)

Expiration Date (mm/yy)

Signature of Cardholder

Date (yyyy/mm/dd)